

# Yorktown Bank

## Switch Kit

At Yorktown Bank we know that switching your checking account from one institution to another can be a time-consuming process. But, with our Switch Kit, we can help you make the transition quickly and easily. Just follow the process below to get the process started:

1. Fill out the **New Account Information Sheet** listed below. Open any one of our checking, savings or certificate accounts.
2. Switch your direct deposits using our **Direct Deposit Change Request** to send to any direct deposit vendors that you may have including payroll from your employer or other government deposits, CD interest payments, etc. Just print off as many forms as you need. If you are changing Social Security we have found it is easiest to switch by simply calling **800-772-1213**.
3. Switch your automatic payments by sending our **Automatic Payment Transfer Request** to any companies that you are currently paying through automatic payment/withdrawal. By attaching a voided check from your new Yorktown Bank checking account with this request they will have all the correct information to set up a new transfer. This could include Gas, Electric, Water, Phone, Cable, Loans, Insurance, etc. Print off as many forms as you need.
4. Close your old account by sending our **Account Closure Request Form** to the financial institution where you may be closing out any accounts.

If you are closing accounts at other financial institutions it is a good idea to balance those accounts and make sure that all outstanding items have cleared. This could include checks, debit card transactions and any upcoming withdrawals or deposits.

Please bring your forms into the bank and one of our representatives will help you complete them and even send them to the appropriate place. We would like to make banking with Yorktown Bank as convenient and hassle free as possible. For more information on any of Yorktown Bank's products or services please contact us at (918) 825-7200.

## NEW ACCOUNT INFORMATION

### PRIMARY APPLICANT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
Signature Date

### JOINT/SECONDARY APPLICANT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
Signature Date

## DIRECT DEPOSIT CHANGE REQUEST

**TO:** \_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street Address of Company)

\_\_\_\_\_  
(City) (State) (Zip)

**FROM:** \_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip) (Phone Number)

This letter shall serve as a request to have my direct deposit transferred to my account with Yorktown Bank. Please redirect my automated deposit to my new account at Yorktown Bank as follows:

**Yorktown Bank**

P.O. Box 159

Pryor, OK 74362

(918) 825-7200

Transit/ABA# 103102821

Account # \_\_\_\_\_

**Deposit instructions:**

Deposit entire amount in checking account number: \_\_\_\_\_.

Deposit \$ \_\_\_\_\_ to savings account number \_\_\_\_\_

and the remainder in checking account number \_\_\_\_\_.

**Approval and Authorization:**

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

## AUTOMATIC PAYMENT TRANSFER REQUEST

**TO:** \_\_\_\_\_  
(Name of Company)  
\_\_\_\_\_  
(Street Address of Company)  
\_\_\_\_\_  
(City) (State) (Zip) (Account Number)

**FROM:** \_\_\_\_\_  
(Your Name)  
\_\_\_\_\_  
(Social Security Number)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City) (State) (Zip) (Phone Number)

**DEAR SIR OR MADAM:**

I have recently changed financial institutions and will need to have my automatic payment switched from my old account at \_\_\_\_\_ (name of old bank) to my new account with Yorktown Bank.

**Yorktown Bank**  
P.O. Box 159  
Pryor, OK 74361  
(918) 825-7200  
Transit/ABA# 103102821  
Account # \_\_\_\_\_

Please consider this request, indicated by my original signature, as a formal order to initiate future payments to my new account with Yorktown Bank. I have enclosed a voided check for your records. Thank you for your prompt attention to this request.

**Customer Approval and Authorization:**

If you have any questions about this request, please contact me at \_\_\_\_\_.

\_\_\_\_\_  
**Customer's Signature      Date**

## ACCOUNT CLOSURE REQUEST FORM

TO: \_\_\_\_\_  
(Current Bank/Credit Union's Name)

FROM: \_\_\_\_\_  
(Account Holder's Name)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please close the following account(s) with your institution**

Acct # \_\_\_\_\_ Checking Savings Money Market Other \_\_\_\_\_

Acct # \_\_\_\_\_ Checking Savings Money Market Other \_\_\_\_\_

Acct # \_\_\_\_\_ Checking Savings Money Market Other \_\_\_\_\_

**Transfer Information**

Please transfer \$ \_\_\_\_\_.

Please transfer the entire amount and close the account.

Please make this transfer immediately.

Please make this transfer on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Other: \_\_\_\_\_.

**Please Transfer My Funds To:**

Yorktown Bank  
P.O. Box 159  
Pryor, OK 74362  
(918) 825-7200

I hereby direct you to complete the requested transfer from my existing account to my new account at Yorktown Bank. Please make the check payable to **Yorktown Bank** and note on the check that it is for deposit to account # \_\_\_\_\_.

**Customer Approval and Authorization:**

If you have any questions about this request, please contact me at \_\_\_\_\_.

\_\_\_\_\_  
Customer's Signature                      Date

## DIRECT DEPOSIT AUTHORIZATION

**TO:** \_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street Address of Company)

\_\_\_\_\_  
(City) (State) (Zip)

**FROM:** \_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip)

**Yorktown Bank**  
P.O. Box 159  
Pryor, OK 74362  
Transit/ABA# 103102821

**Deposit instructions:**

Deposit entire amount in checking account number: \_\_\_\_\_.

Deposit \$ \_\_\_\_\_ to savings account number \_\_\_\_\_

and the remainder in checking account number \_\_\_\_\_.

**Approval and Authorization:**

If you have any questions about this request, please contact me at \_\_\_\_\_.

\_\_\_\_\_  
**Signature**      **Date**

## AUTOMATIC PAYMENT AUTHORIZATION

**TO:** \_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street Address of Company)

\_\_\_\_\_  
(City) (State) (Zip) (Account Number)

**FROM:** \_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip) (Phone Number)

**Dear Sir or Madam:** I hereby authorize \_\_\_\_\_  
(name of vendor) and Yorktown Bank to initiate variable entries to my checking/savings account. This authorization will remain in effect until I notify your company in writing to cancel it in such time to afford your company a reasonable opportunity to act. Also, I agree that I remain obligated to pay for these services in the event that a charge to my account is dishonored, for whatever reason, and that \_\_\_\_\_ (name of vendor) retains its normal collection rights.

MY BANK ACCOUNT INFORMATION IS AS FOLLOWS:

**Yorktown Bank**  
P.O. Box 159  
Pryor, OK 74362  
(918) 825-7200  
Transit/ABA# 103102821  
Account # \_\_\_\_\_

Please consider this request, indicated by my original signature, as a formal order to initiate future payments to my new account with Yorktown Bank. I have enclosed a voided check for your records.

Thank you for your prompt attention to this request.

**Customer Approval and Authorization:**

\_\_\_\_\_  
**Customer's Signature    Date**